HITCHIN TOWN HALL

MUSEUM FEASIBILITY STUDY

Report to Council

11 February 2010

buttressfulleralsopwilliams · architects

CONTENTS

BACKGROUND

This report has been prepared on the instructions of North Hertfordshire District Council Museums Service. The report follows the adoption of the Cragg Management Services Report (April 2009), on the possible relocation of North Hertfordshire Museums to the Town Hall, which investigated the options for the future of the Museums within North Hertfordshire and builds on the Arts, Museums and Heritage Strategy 2007.

The purpose of this current report is not to review the findings of the earlier reports but to look at the key recommendation, that the feasibility of relocating the Museums at Letchworth and Hitchin into Hitchin Town Hall be investigated in detail by a consultant team.

This report therefore seeks to address the spatial requirements and layout for the new museum (based on the existing provision at Hitchin Museum and Letchworth Museum) and the office accommodation at the Museum Services Store on Burymead Road. It is a fundamental part of the brief for this study that some continued provision for community use be incorporated into the design study.

The consultant team involved in the preparation of this study comprises the following:

Architects:	Buttress Fuller Alsop Williams
Structural Engineers:	Thomasons
Services Engineers:	Silcock Leedham
Quantity Surveyors:	Appleyard & Trew
CDM Coordinators:	Buttress Fuller Alsop Williams

In view of the architects established expertise in Museum design, an Exhibition Designer has not been included within the team at this stage, but Richard Fowler Associates were consulted to develop the costs for the fitout element of the costs.

EXECUTIVE SUMMARY

The following feasibility report shows how the Hitchin Town Hall building can be utilised as a Museum with community uses integrated into the scheme. The report offers two alternatives, the original proposal as presented to cabinet on 7 October 2009, and the proposal developed in conjunction with the Hitchin Community Groups, who have been represented by Hitchin Initative to retain the main hall in public use. These will be referred to as the 'Gym retained' and the 'Hall retained' schemes for clarity.

The Town Hall building is a good size and location to allow a museum to be developed on the site. The building is generally sound in condition and able to be adapted for this use.

The report identifies two appropriate spatial arrangements, which will create an exciting new museum facility, whilst consolidating existing provision into one venue. Both schemes also maintain a valued community provision as part of the scheme, the retention of the main hall provides greater space, but this is at additional cost and time complexities due to the need to extend the building footprint.

Costings for the schemes are detailed within the report. An overall construction cost of £2,408,465 and £2,896,729 respectively and including professional fees, and a fitout budget of £1,033,373 including design fees for both schemes giving on overall expected outturn cost of £3,441,838 and £ 3,930,102 respectively ex VAT have been established.

This shows that the overall concept of a museum on the Hitchin Town Hall site is both physically and economically feasible.

From a timescale point of view, the project could be delivered as early as July 2012, but the scheme to retain the Main Hall could be expected to take significantly longer to deliver due to complexities of financing and acquisition of property.

INTRODUCTION

Scope of Report

This report has been produced by Buttress Fuller Alsop Williams · Architects as a report to identify if it is feasible for the introduction of a museum into the Hitchin Town Hall building – retaining some community use. This report will briefly look at the existing building and its appropriateness for museum use, and make comment on a number of issues which require careful consideration to allow this vision to be facilitated.

Commentary on Condition

A brief inspection of the building was carried out by Neal Charlton of Buttress Fuller Alsop Williams · Architects, and Jane Hogg of Thomasons structural engineers on Thursday 6th August 2009. This comprised a visual inspection of the building from accessible rooms and at ground level externally.

The building's physical condition was noted as well as overall defects which inhibit public use, such as lack of accessibility and poor fire strategy.

The conclusion of this brief inspection was that the building is generally sound and suitable for adaptation and reuse. The following defects were noted:

- Lack of accessible entrance
- Lack of vertical access (lift etc)
- Dampness to basement areas – particularly the stage
- Numerous small level changes throughout the building
- Poor drainage
- Minor defects noted to Workman's Hall roof
- Poor decorative condition was noted throughout the building

Main Hall and Stage – Hitchin Town Hall

SUITABILITY FOR MUSEUM USE

Location

The position of Hitchin Town Hall within the town centre allows the building to be easily accessed using the town's connections to the public transport network and road links.

Considering the proximity of town centre facilities, the adjacent multi-storey car park negates the need for car parking upon the site.

There is however a need to consider groups who would visit the site if used as a museum. School parties and organised groups often arrive at museums on coaches. These need to drop off groups in close proximity to the museum entrance.

Internal Circulation

The internal circulation of the building is not suitable at present for public use, with many level changes and complex fire separation arrangements. In addition there is the need to simplify the circulation in the museum exhibit areas.

Detailed analysis of the building initially lead to four differing arrangements for the introduction of new, enhanced vertical circulation within the buildings. These form the basis of the four options proposed. The four key lift positions are:

1. Externally, to the rear of the front – two storey element of the Town Hall

2. Internally within the same two storey element – to the left hand side. (replacing an existing emergency escape)
3. Within the main hall (linked to a new mezzanine)
4. Within the central bar area (linked to a new corridor at first floor level)

Ownership

Whilst the Town Hall itself is in the ownership of North Hertfordshire District Council, the Workman's Hall is under the guardianship of The Hitchin Town Hall Gymnasium Trust.

It should be noted that the following statement was recorded at NHDC cabinet meeting held on 16th December 2008.

> *"The Objects of the Charity are:*
>
> *Upon trust to use or permit to be used as a Gym for the benefit of the residents of Hitchin and for other purposes mentioned in s6(3) Museums and Gymnasiums Act 1891 and also for any other (charitable) purpose for the benefit of the North Herts District for which NHDC can lawfully use building and land vested in them.*
>
> *These Objects are quite widely drafted. The Museums and Gymnasiums Act 1891 has been repealed and replaced by the Public Libraries and Museums Act 1964 and the Local Government (Miscellaneous Provisions) Act 1976. Broadly, there are powers in these two Acts for local authorities to provide recreational facilities, museums and art galleries."*

EXISTING MUSEUM ACCOMMODATION

The existing museums at Hitchin and Letchworth house a number of different types of accommodation. For the purposes of this feasibility study these have been separated into generic room types. These have areas which represent the total area attributed to each room type.

It should be noted that it is beyond the scope of this report to identify the differing stories told within the museums and speculate on which of these are accommodated within the Town Hall complex, but exhibitions will be defined into the following types:

- Exhibition – display of artefacts (generally in cases)
- Gallery – display of artwork (generally two-dimensionally)
- Temporary exhibition – for the short term display (gallery or exhibition)

Where areas are particularly suited for certain functions these may be indicated.

Following analysis of the existing accommodation, the following schedule has been produced to provide a comparison with the differing options to be considered. It is worth considering that the accommodation housed within the existing buildings may create duplicated facilities – a good example being the shop or toilet facilities, where we do not need to simply add the figures together and there may be the opportunity to reduce them.

Retail (shop & cafe) inc. entrance	[32m^2]
Exhibition / Gallery	[430m^2]
Temporary exhibition / flexible use	[128m^2]
Community use (inc. education)	[78m^2]
Offices	[60m^2]
Storage	[60m^2]
Toilets	[20m^2]
Circulation	[N/A]

EXISTING COMMUNITY USES

Across the buildings there are a number of community uses which are accommodated. Some of these have been established for generations, and are part of the rich and diverse activities offered within North Hertfordshire District Council's premises. Whilst there is no wish to displace any groups, it is a clear and strategic decision to refurbish the Town Hall complex with museum use at the heart of the refurbishment. To achieve this it is recognised by the Council that some of the activities undertaken at the Town Hall must be accommodated elsewhere to facilitate the museum use and there is a willingness to assist with this process.

The options to be considered identify differing schemes which retain differing spaces which may retain a number of these community uses. In order to consider options, this report looks at the identification of differing spaces to be retained for community use, rather than the retention of the uses themselves. It should be noted that some of the spaces will lend themselves to new community use as well as existing uses.

Analysis of the room use has found that the Town Hall as a whole is under used generally with an overall average facility utilisation in 2008/09 of just 21%. The main hall is used mainly at weekends for events and the gymnasium and Lucas room more on a regular hire basis, mid week. The least used space being the St John's room which is used for just 11/2 hours per week.

The main current spaces which house community use have been identified as:

- Main Hall [280m^2]
- Gymnasium [214m^2]
- 'Lucas' room (meeting room) [53m^2]
- 'St John's' room [73m^2]
- Education rooms (within museums) [78m^2]

Analysis of the room use has found that the Town Hall is underused generally, with the Main Hall used for approximately 50% of the available time; and the least used space being the St John's room which is used for 1½ hrs per week.

The size of the gymnasium is restricted and is far smaller than the size recommended for most indoor sporting activities and groups it is these types of group who regularly hire this room.. It is best suited for fitness and martial arts classes at a recreational level due to severe restrictions both in floor area and ceiling height.

OPTION STUDY & PUBLIC CONSULTATION

Four options for the town hall were initially developed for consultation with stake holders. These were all based on the exploration of the use of existing spaces in differing ways. The four options were discussed at an open public meeting, and evaluated by the Museums service for suitability on 9 September 2009. This allowed a way forward to be identified and further developed and costed. This option (the Gymnasium Retained option) was described, illustrated and costed on the following pages after further development. This is the proposal which was brought before the cabinet meeting 7 October 2009.

The identified 'Gymnasium Retained' was developed to address the comments of different stakeholders. This scheme is illustrated on the following pages and shows how a feasible solution can be provided which addresses a number of key issues. These are:

- The inclusion of a significant usable community space
- The provision of a new entrance leading to the centre of the site
- The introduction of a large mezzanine to the main hall space to accommodate the museum exhibition.
- The central location of the cafe to act as a 'common area' between the museum accommodation and the refurbished community hall.

COMMUNITY INVOLVEMENT

Prior to the Council Meeting held on 3 December 2009, a Friends of Hitchin Town Hall group was formed with representatives from 8 local organisations. Hitchin Form, The Hitchin Society, Keep Hitchin Special, Hitchin Initiative, Hitchin Chamber of Commerce, Hitchin Art Club and Arts Council for North Hertfordshire. Council Resolved at this meeting:

> *That, before considering whether or not to progress this project, the whole matter be deferred to the next meeting of Council on 4 February 2010, to allow proposals from community groups who have previously expressed interest to be submitted, examined and reported on.*

To allow this to happen BFAW, Officers of the Council have worked with Hitchin Initiative, the representatives of the Friends Group to investigate an alternative scheme proposed to retain the Main Hall, whilst ensuring as a result of the Council Meeting held on 3 December 2009, a further scheme was developed which was centred around the proposal to retain the Main Hall, whilst ensuring adequate museum provision was accommodated upon the site. This scheme was developed through January 2010, costed and incorporated into this report as a distinct alternative option. This can be found on page 24 of this document.

The two options are then compared to allow council to make an informed decision.

GYMNASIUM RETENTION SCHEME

General Description

As a result of the option study and community consultation a design was developed which incorporates many of the identified needs.

The scheme uses the side entrance with a glazed access to the centre of the building. This allows visitors to easily access either the Museum or the Community Hall.

Image : front entrance

The proposal utilises the main hall as a museum display area, with a mezzanine added to provide a large second floor. The stage is lowered to floor level and the mezzanine extended into the volume of the stage. This provides additional display area within a windowless environment – ideal for a number of light sensitive displays.

Community use is retained in a number of ways.

- The gymnasium is refurbished as a Community Hall.
- The Lucas Room is retained as a meeting room.
- A local history studies centre will be established on the new mezzanine.
- A large education room will be established which will allow activities for school parties of all ages.
- Temporary exhibitions area, located on the stage, will accommodate differing types of local exhibits.

The Community Hall will have the suspended ceiling removed and the rooflight reinstated. The floor would be relayed with a spring timber floor and the walls clad to provide flush walls, removing the column projections, and allowing the introduction of acoustic dampening at high level. This would allow the hall to be used for a large range of community uses, from use by community groups to recreational activities.

The hall will have large doors opening into the adjoining cafe. This will allow refreshments to be served to functions within the community hall. The cafe will accommodate 40 covers, a viable number for such a business, allowing the cafe to be let as a franchise if desired. Access to the cafe will be by the new entrance from the covered street access. This will allow direct access to the cafe from the main entrance.

Image: Community Hall – Recreational Use

Storage is provided by using the existing gym store. This is reinforced by the provision of full length storage at the far end of the hall and new access to stores directly from the hall. A small area for showers and changing is also provided.

Upon arrival within the building visitors are greeted at the shop. This point will provide orientation allowing visitors to branch off to differing areas of the building. At this point the main vertical circulation is provided by a new lift and stair creating access for all to every floor plate.

At the front of the building an area for gallery display is located in the existing entrance lobby. This will utilise the entrance as a large window into the central gallery area. New toilet provision will be created on the new entrance 'street'. This will be of adequate size to allow for the differing uses of the building, being sized to accommodate either school parties or events with a reception serving alcohol if required.

The first floor of the building will be brought together as one floor plate by the introduction of a glazed link, joining the new mezzanine of the Main Hall with the lift and stair core and education room, situated in the Workman's Hall (where the changing rooms are currently housed).

Another element at first floor level is the introduction of a roof garden and external terrace, over what is now the kitchen. This would allow another physic garden to be developed on this site to compliment the Chemist shop exhibition.

Image: mezzanine galley

The provision of a local history study centre is accommodated on the first floor mezzanine to the main hall. This, combined with the adjacent local history storage facilities provides better public access.

Another important element is the creation of a dedicated education room. This is situated within the workman's hall, directly below the staff accommodation, allowing access to the galleries via the glazed link or to the community hall below for other activities. This will allow a wide ranging educational programme to be developed.

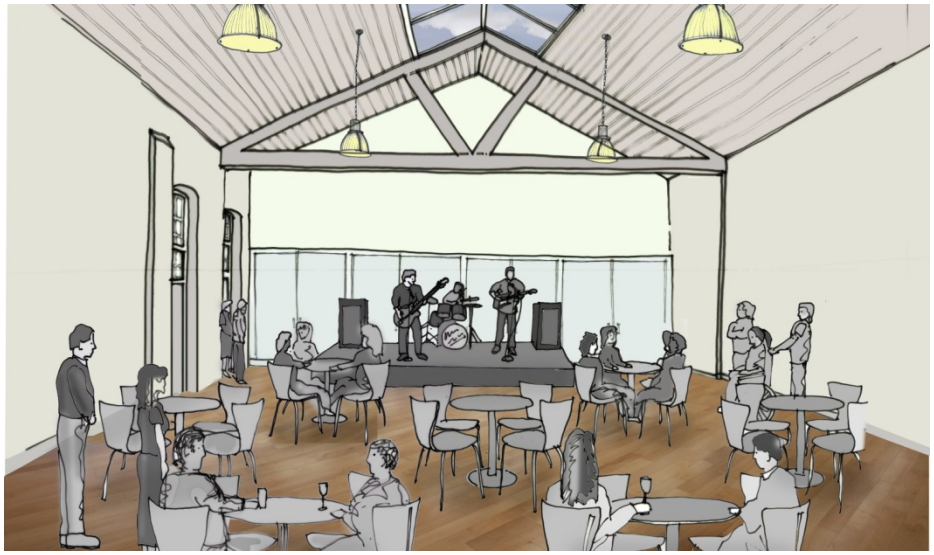


Image: Community Hall – Social Use

Staff offices from the three sites of Letchworth and Hitchin Museums, as well as the Museums Service Store on Burymead Road will be amalgamated into the new provision at Hitchin Town Hall. This separates the activities of storage from curatorial offices and allows the team to be sited in a central location closer to the public. This is a bold and modern approach to museum management. There is a range of staff provision spread throughout the site, but the overarching aim of accommodating all staff on one site is achieved. Staff accommodation is as follows:

Ground Floor

Technicians workshop	22.3m^2
Reception desk	

First Floor

Double office	23.6m^2
Large double office	28.0m^2

Second Floor

Large shared office	73.6m^2
(for up to 6 staff and kitchenette)	

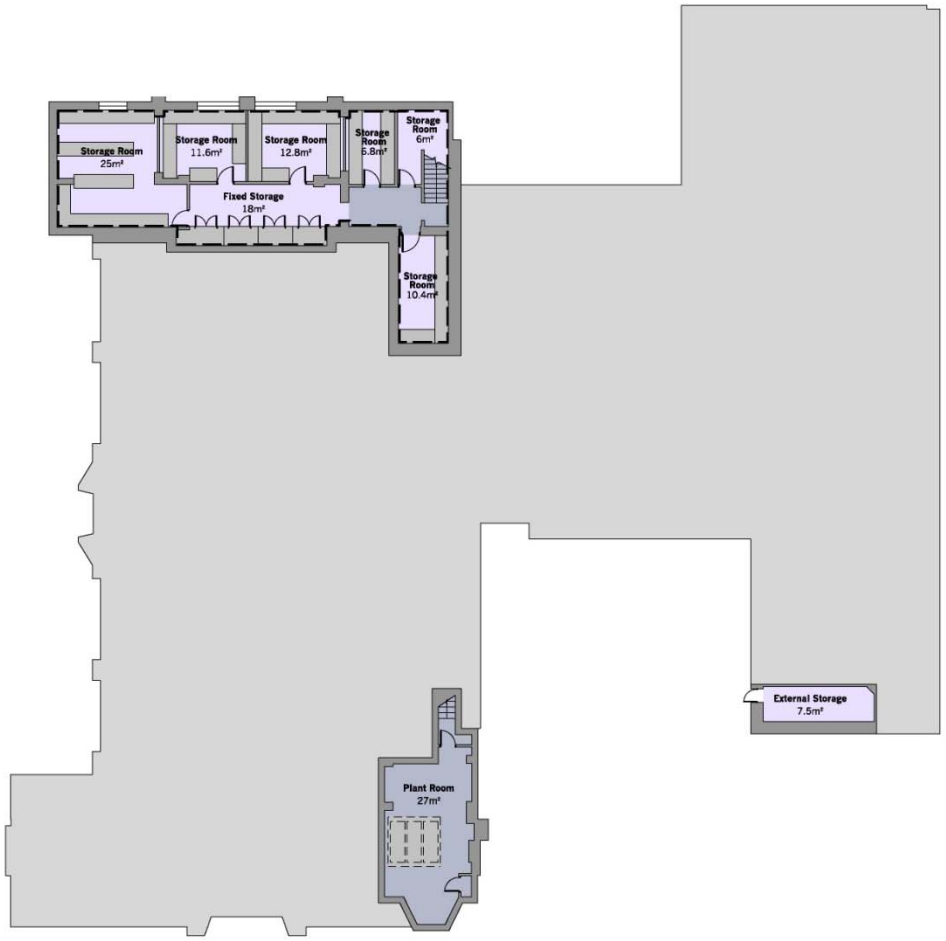
The proposed overall accommodation, compared with the established existing accommodation, is as follows:

USE	Existing Museums Area (m^2)	Gymnasium Retained Scheme Area (m^2)
Retail	32	123
Exhibition / Gallery	430	605
Flexible Use	128	51
Community Use	78	399
Offices	60	148
Museum Storage	60	158
Toilets	20	44
Circulation	n/a	287
Roof Terrace & Garden	n/a	128
TOTAL	808	1943

Cost plan

1	Construction Cost (as cost report)		2,220,602
2	Inflation / Deflation (to 2Q 2011)	-1.40%	-31,088
3	Anticipated Construction Cost		2,189,513
3	Fees and Surveys	10.00%	218,951
	Construction Sub-total		**2,408,465**
4	Exhibition Fit-Out (inc. Fees)		983,373
5	General Fit-Out		50,000
	Fit-Out Sub-total		**1,033,373**
	Total Cost (Excl VAT)		**3,441,838**

Further details of the costs shown here are illustrated in the cost report in the appendix. This is based on the input of the whole design team and has separate elements for the services and exhibition fitout in addition to the construction costs.



	Total Floor Areas
RETAIL	123m²
EXHIBITION / GALLERY	605m²
FLEXIBLE USE	51m²
COMMUNITY USE	399m²
OFFICES	148m²
MUSEUM STORAGE	158m²
TOILETS	44m²
CIRCULATION	287m²
ROOF TERRACE / GARDEN	128m²
	1943m² TOTAL

Community use retained:

- Lucas Room
- Stage Lowered
- Gymnasium used as Community Hall, Ancillary Storage & Showers.
- Local History Archive and Study Centre located on mezzanine

HITCHIN TOWN HALL
PREFERRED OPTION
BASEMENT PLAN
1:200 @ A3

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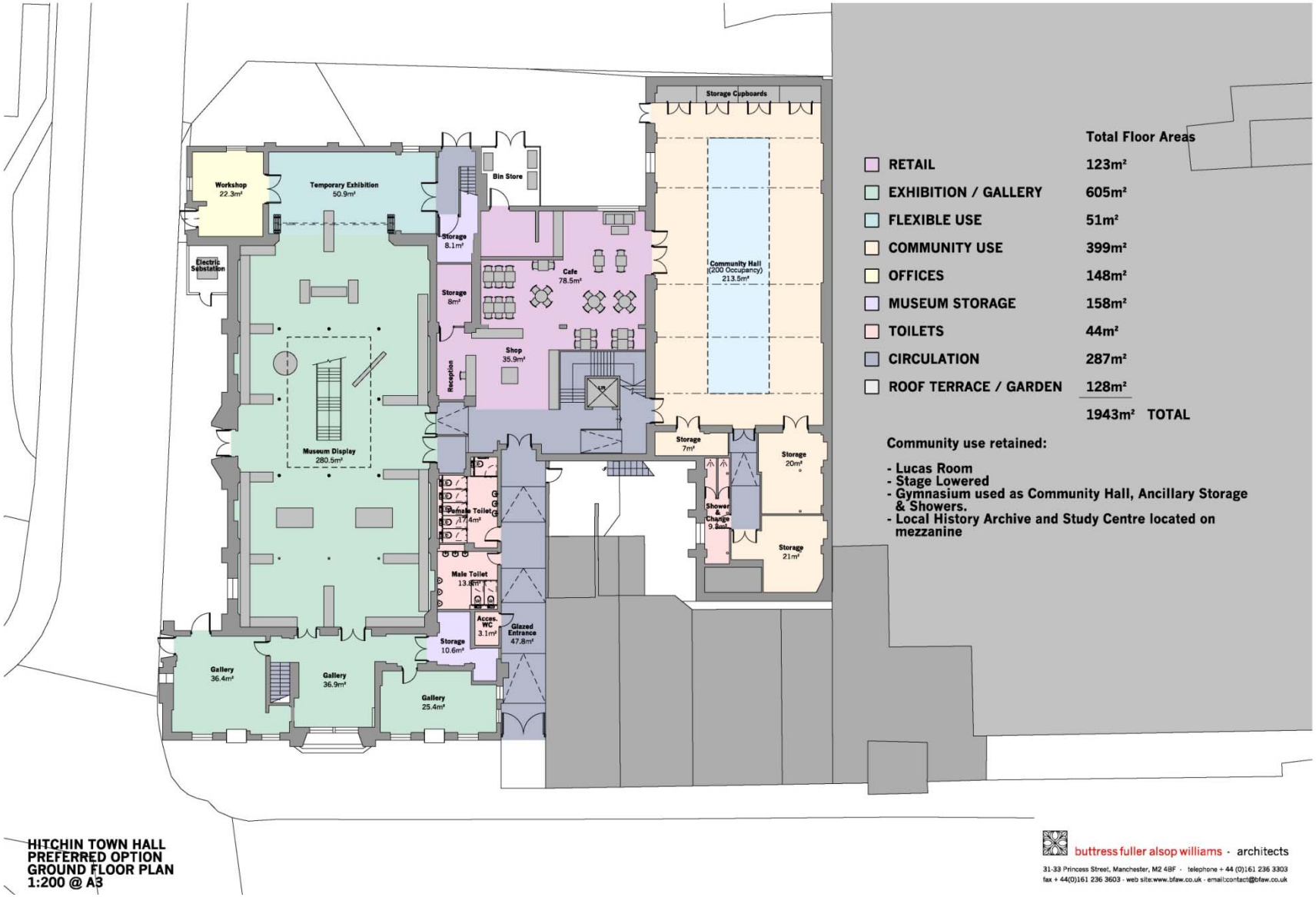
Workshop 22.3m²
Temporary Exhibition 50.9m²
Bin Store
Storage Cupboards
Storage 8.1m²
Electric Substation
Cafe 78.5m²
Community Hall (200 Occupancy) 213.5m²
Storage 8m²
Shop 35.9m²
Reception
Museum Display 280.5m²
Storage 7m²
Storage 20m²
Shower & Change 9.8m²
Storage 21m²
Female Toilet 17.4m²
Male Toilet 13.6m²
Acces. WC 3.1m²
Glazed Entrance 47.8m²
Storage 10.6m²
Gallery 36.4m²
Gallery 36.9m²
Gallery 25.4m²
Total Floor Areas
RETAIL 123m²
EXHIBITION / GALLERY 605m²
FLEXIBLE USE 51m²
COMMUNITY USE 399m²
OFFICES 148m²
MUSEUM STORAGE 158m²
TOILETS 44m²
CIRCULATION 287m²
ROOF TERRACE / GARDEN 128m²
1943m² TOTAL
Community use retained:
- Lucas Room
- Stage Lowered
- Gymnasium used as Community Hall, Ancillary Storage & Showers.
- Local History Archive and Study Centre located on mezzanine
HITCHIN TOWN HALL
PREFERRED OPTION
GROUND FLOOR PLAN
1:200 @ A3
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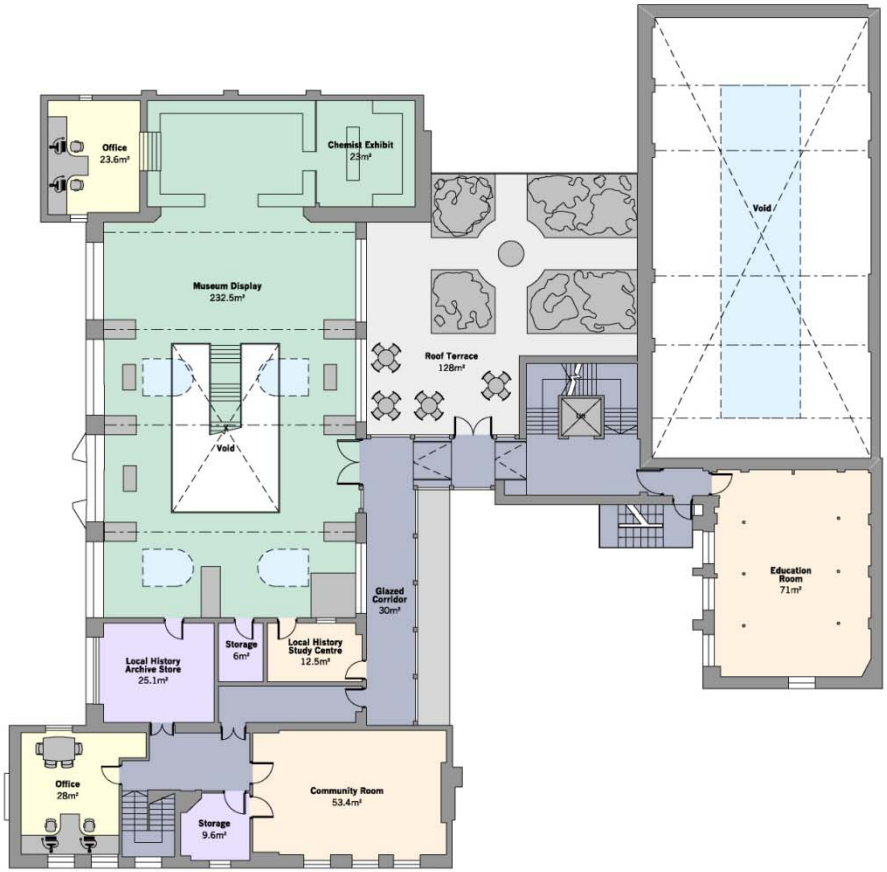

	Total Floor Areas
RETAIL	123m²
EXHIBITION / GALLERY	605m²
FLEXIBLE USE	51m²
COMMUNITY USE	399m²
OFFICES	148m²
MUSEUM STORAGE	158m²
TOILETS	44m²
CIRCULATION	287m²
ROOF TERRACE / GARDEN	128m²
	1943m² TOTAL

Community use retained:

- Lucas Room
- Stage Lowered
- Gymnasium used as Community Hall, Ancillary Storage & Showers.
- Local History Archive and Study Centre located on mezzanine

HITCHIN TOWN HALL
PREFERRED OPTION
FIRST FLOOR PLAN
1:200 @ A3

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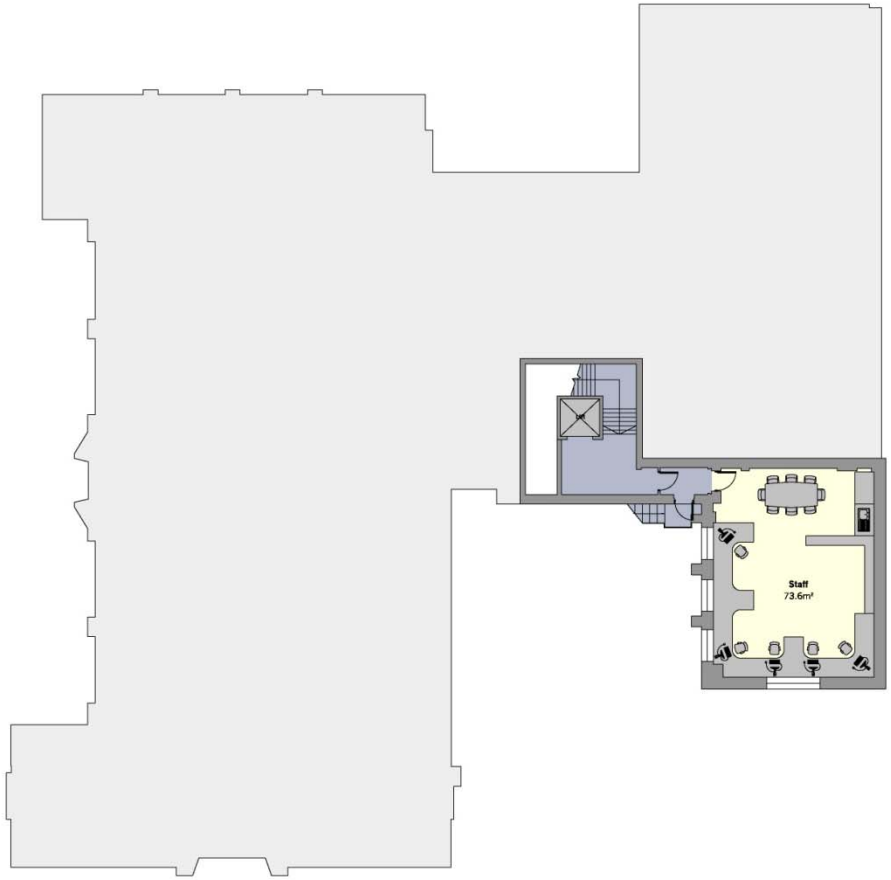

	Total Floor Areas
RETAIL	123m²
EXHIBITION / GALLERY	605m²
FLEXIBLE USE	51m²
COMMUNITY USE	399m²
OFFICES	148m²
MUSEUM STORAGE	158m²
TOILETS	44m²
CIRCULATION	287m²
ROOF TERRACE / GARDEN	128m²
	1943m² TOTAL

Community use retained:

- Lucas Room
- Stage Lowered
- Gymnasium used as Community Hall, Ancillary Storage & Showers.
- Local History Archive and Study Centre located on mezzanine

HITCHIN TOWN HALL
PREFERRED OPTION
SECOND FLOOR PLAN
1:200 @ A3

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Structural Interventions

Design Philosophy

The structural works have been designed wherever possible to cause minimum intervention to the existing buildings. With the exception of the new stairwell and re-roofing to form the roof garden the works would be reversible in that the new structure could be removed and the original structure be reinstated.

The support to the new structure has been designed to cause minimum damage to the building which may, at times, not result in the most obvious structural arrangement.

Main Hall

Ground Floor

The existing sprung timber floor will be carefully taken up with the timber being stored for re-use. The current method of support of the floor will be studied and recorded during the dismantling operation.

After completion of the mezzanine structure the timber floor will be re-laid (not sprung) using original timber planks with the necessary support structure introduced beneath.

Mezzanine Floor

The mezzanine will be formed using a steel frame with a composite concrete floor. The existing balcony columns will be replaced and a total of eleven new circular columns will be positioned within the hall area to support the new floor. Around the perimeter of the hall steel members will be fixed to the masonry such that, whilst holes will have been drilled and a few padstones may have been inserted, there will not have been significant removal of any of the existing masonry. Two further columns may be required, tucked into corners of the existing detailing in order to complete the support for the floor.

The new columns will be supported on concrete pad foundations (providing the ground conditions are found to be satisfactory

Existing Balcony

The existing timber balcony at the rear of the hall is of a sloping construction such that reconfiguration of this to provide a level floor at the required level would not be a viable structural option. It will therefore be taken down in its entirety.

Stage Area

The existing stage, which is higher than the floor of the main hall, will be taken up and replaced with a new floor at the same level as the main hall. The new floor will be steel framed with a composite concrete deck. Two new columns will be required but the remainder will be supported on steel beams either built into, or bolted to, the masonry walls.

Walkway and Glazed Corridor

The new walkway that will link the Community Hall with the Mezzanine area will be steel framed with glass walls. The structure, of tubular steel sections will be fully visible in the walls. The deck of the walkway will be of a composite concrete construction.

The walkway will span from the wall of the existing stairwell across to the wall of the hall and will enter by the existing window opening. This arrangement, incorporating short ramps within the link, will avoid the necessity to provide any additional supports puncturing the building.

The use of the window opening will mean that little work will be required to the provide access into the hall building.

At present the capacity of the hall wall has not been determined to confirm its adequacy to support the end of the walkway. Appropriate investigations will be undertaken as the scheme progresses. At that time a decision would be made to determine whether the masonry is adequate, requires strengthening or whether new columns may be need to be introduced. The determining factor will be to cause minimum reversible alteration to the existing building.

The glazed wall of the proposed corridor will be supported on steel beams introduced at high level within the toilets (where walls are being removed). The beams will be supported on piers of the existing masonry that will be left in position. The lower level pitched slate roof will remain in place and also be supported on the new beams.

Stairwell and Lift Shaft

The stairwell, up to first floor level, will be of 225mm masonry and will provide support for the link corridor and new roof garden beams.

The lift shaft will also be formed using 225mm masonry. It will incorporate a pit, excavated into the ground, to the depth required (probably 1.4m) for the selected lift. The base of the pit will be formed using a 200mm concrete slab. The lift shaft will extend approximately 4m above the third floor landing and will incorporate a lifting beam for maintenance of the lift.

Roof Garden

The roof garden will be formed above the existing kitchen and bar areas. This will be area of greatest structural intervention. The existing roof will be stripped off and the rear wall of the kitchen may be rebuilt – the necessity for this will be determined when intrusive investigations are undertaken to prove the construction and foundations of the existing wall. The wall between the bar and the kitchen may need to be strengthened and underpinned, again this will be determined by intrusive investigations.

A new pre-cast concrete roof will be constructed over this area with sufficient capacity to carry a roof garden (the Physic's Garden) and seating area. In order to minimise intrusion into the main hall building, steel beams will be introduced such that the pre-cast units span parallel to the wall of the hall.

Services requirements

Electrical Services

Given the proposed level of intervention and the apparent age and condition of the existing electrical services installations it is proposed that the building will be completely rewired and if deemed necessary provided with a new upgraded incoming electricity supply to accommodate possible additional loads associated with the proposed use.

Life Safety Systems

Life protection systems will be provided in the form of automatic fire alarm and detection systems to provide earliest possible warning and alarm of a fire situation and emergency lighting systems to aid safe evacuation in the event of power outages within the building.

Building Security Systems

Passive building security measures will be enhanced with active security systems in the form of automatic intruder detection provided throughout the building linked to a remote monitoring station plus closed circuit television system (CCTV) provided to monitor selected points of entry, circulation and gallery spaces. Panic alarms will be provided to be considered as part of staff protection and security measures.

Internal Lighting Installation.

The building will be provided with a complete new artificial lighting installation utilising low energy, high frequency luminaries best suited and selected to compliment the form, decor and use of each space.

Energy saving will be promoted through the use of presence detection control and daylight linking to reduce light levels internally when daylighting sufficiently illuminates selected internal spaces. New low energy lamp technologies such as LED's will be considered for use as part of the lighting design strategy.

External Lighting Installation

The building will be provided with external lighting installations to permit safe entry and egress whilst enhancing the Architectural features of the building and promoting its prominence and use.

Small Power & Data Installations

The building will be provided with a new small power and data installation designed to adequately accommodate the mixed use proposals and provide the latest data connectivity solutions.

Passenger Lift

A machine room-less traction passenger lift will be installed to provide vertical transportation to all upper floor levels (excluding the basement) the lift will be in full compliance with part M of the building regulations.

Mechanical systems

Heating and cooling

Generally heating will be via high efficiency condensing boiler feeding perimeter radiators throughout. All radiators will have thermostatic control. The ground floor gallery areas have high efficiency air sourced heat pumps providing heating and cooling to off ·set high heat gains.

Ventilation

An air handling unit will serve the café and kitchen area with filtered fresh air, with extract air being from the kitchen canopy. The ground floor gallery will have a dedicated supply air handling unit supplying heated only fresh air to suit the occupancy profiles of the space. The design intention is to develop natural ventilation strategies throughout to minimise energy consumption whilst ensuring ventilation and avoid excessive overheating. This will be via perimeter openings at low level with high level openings on the floor above, intended to be within the roof in the public spaces. These will also be used for natural daylight. The system will be automated based on control of temperature and CO2. Perimeter offices / cellular spaces will have manual opening windows.

Where ventilation cannot be achieved via passive means local heat recovery ventilation units will be provided.

The community hall area will have a series of roof mounted roof lights that will also provide natural daylight. These again will be controlled on the same function.

Local toilet extract systems will be provided.

Domestic cold services

A new Boosted cold water system will be provided to all outlets from a cold water storage tank. This will ensure a guaranteed pressure at all outlets.

Domestic hot water services

A new gas fired hot water system will be provided. A system for the kitchen area and then a separate system from the wash hand basins and other such outlets. This will ensure only the required amount of hot water is provided as required as the peak demand could be low. Further clarification of the function of the food preparation in the kitchen would confirm.

Gas

Gas piped services will be amend and re·distributed to suit the new kitchen and the new boiler and hot water heater.

Disposal soil and waste

A new soil and waste system will be provided, all above ground. The below ground connections required will be by others. It is assumed any grease filtration / traps will be by a specialist via the kitchen end user. New sanitaryware is within the M&E cost plan however deemed to be specified to the architects requirements.

Controls

There will be a new building management control system provided for effective operation of the mechanical services.

Health and safety implications

There are a number of Health and Safety implications regarding the redevelopment of the Town Hall site. The significant risks have been identified as follows:

1. The replacement of services will require removal of asbestos.
2. The introduction of significant structures within the existing building will require working in confined spaces.
3. The limited external space reduces the available space for compounds and site accommodation.
4. The introduction of a lift within the existing building is a particular risk which requires careful selection as part of the design process.
5. High level services and glazing requires consideration at the design stage.

As part of the feasibility study, we as appointed CDM Coordinator were asked to advise the Client as to the degree of significant risk inherent within such submission regarding health, safety and welfare during construction, use and maintenance of those proposals put forward for consideration. In facilitating this appointment we reviewed all existing information with relevant design disciplines and developed a hazard/risk register that highlighted all residual risks that were made apparent following design team meetings and design reviews that would need to be addressed at later stages.

On review of the proposed design option, general issues regarding site access/egress, material delivery, storage of materials and traffic management have potential construction phase implications due to the location and space restrictions posed on site and the surrounding area.

Existing risks may be apparent as the building pre dates 1999 asbestos prohibition. As with all major refurbishment work, a 'Type three' asbestos survey will be able to determine the extent of asbestos containing materials (ACMs) and provide a more detailed assessment as to the course of action in which to take.

On site risks during construction phase at this initial stage have been identified through review of information and drawings at meetings. It is envisaged that demolition and stripping of existing structures and installations will need to be considered as to mitigate risks arising out of such tasks. Also, structural beams designed in such a way that placing in situ has no handling risks associated.

All buildings are required to be designed in such a way that ensures they are safe and without risk during use and maintenance. The design has taken into consideration these measures by designing in methods for maintenance in which a person can access safely, such as high level roof lights. This shall assist in future use when the Client takes control of the finished design.

The Client is to be advised that these are initial findings based on initial information provided at this stage and that as the project develops, new significant hazards/risks may change or become apparent and will need to be managed and controlled as they arise by those undertaking the works.

The significant risks which have been identified are listed in the Hazard Risk Register which is attached in the appendix.

MAIN HALL RETENTION SCHEME

General Description

The layout of this scheme was developed following proposals received from the Friends of Group represented by Hitchin Initiative. The scheme centres around the retention of the Main Hall in community use, and facilitates the provision of the museum by accommodating it within the workman's hall side of the site with a new extension forming the main entrance to Brand Street. This is made possible by the acquisition of the adjoining premises to create a larger site.

Image : front entrance

The proposal retains the main hall as a community hall, with the gallery retained and a small stage (retaining the proscenium arch).

Community use is retained in a number of ways.

- The Main hall is refurbished as a Community Hall.
- The Lucas Room is retained as a meeting room.
- A local history studies centre will be established on the ground floor; accessed from the entrance foyer
- A large education room will be established within the new build, which will allow activities for school parties of all ages.
- Temporary exhibitions area, located on the ground floor, to the rear of the gym, will accommodate differing types of local exhibits, along with travelling exhibitions.

The Gymnasium will have the roof raised and a steel frame inserted to support a mezzanine floor. The floor would be relayed with a timber floor and the walls clad to provide flush walls. This would allow the gym to be used for museum display galleries on both floors.

The proposed larger Cafe and Servery area will accommodate 50 covers, a viable number for such a business, allowing the cafe to be let as a franchise if desired, in addition to being able to allow on site catering for large scale events which can be hosted in the Main Hall.

accommodate Access to the cafe will be by the new entrance building directly from Brand Street. This will allow direct access to the cafe and shop from the main entrance.

Storage is provided by using the rear of the stage and the flies, as well as part of the existing gym store. This is reinforced by the provision of chair and mat storage for the main hall and new access to stores directly from the hall. A small area for showers and changing is also provided to the rear of the stage in the changing rooms.

Upon arrival within the building visitors are greeted at the shop. This point will provide orientation allowing visitors to branch off to differing areas of the building. At this point the main vertical circulation is provided, to the rear of the foyer, by a new lift and stair creating access for all to every floor.

New toilet provision will be accessed from the entrance foyer, and is larger in this scheme to accommodate greater numbers for larger public events. This will be of adequate size to allow for the differing uses of the building, being sized to accommodate either school parties or events with a reception serving alcohol if required.

Unlike the Gym retained scheme, the first floor of the building will be separated between the front of the Town hall and the new build. As such there is the provision of a secondary platform lift to provide access to the Lucas room and the Hall gallery. The central lift and stair core will provide access to both the public first floor, and the first and second floor staff areas situated in the Workman's Hall (where the changing rooms are currently housed).

Another element at first floor level is the introduction of a roof garden and external terrace, over what is now the kitchen. This would allow another physic garden to be developed on this site to compliment the Chemist shop exhibition.

Another important element is the creation of a dedicated education room. This is situated within the new build element, directly above the entrance, allowing access directly to the first floor galleries. This will allow a wide ranging educational programme to be developed.

Staff offices from the three sites of Letchworth and Hitchin Museums, as well as the Museums Service Store on Burymead Road will be amalgamated into the new provision at Hitchin Town Hall. This separates the activities of storage from curatorial offices and allows the team to be sited in a central location closer to the public. This is a bold and modern approach to museum management. There is a range of staff provision consolidated on the first and second floor. Staff accommodation is as follows:

Ground Floor

Technicians workshop 18.8m^2

Reception desk

First Floor

Large shared office 71m^2

Second Floor

Large shared office 73.6m^2

(for up to 6 staff and kitchenette)

It should be noted that in addition there is the provision of a ground floor office to site the office of the Hitchin Town Initiative of the area of 26.8m^2. The proposed overall accommodation, compared with the established existing accommodation, is as follows:

USE	Existing Museums Area (m^2)	Hall Retained Area (m^2)
Retail	32	128.4
Exhibition / Gallery	430	487.1
Flexible Use	128	91.1
Community Use	78	511.1
Offices	60	195
Museum Storage	60	245
Toilets	20	56.8
Circulation	n/a	338.4
Roof Terrace & Garden	n/a	121.4
TOTAL	808	2174.4

Cost plan

1	Construction Cost		2,670,781
2	Inflation / Deflation (to 2Q 2011)	-1.40%	-37,391
3	Anticipated Construction Cost		2,633,390
3	Fees and Surveys	10.00%	263,339
	Construction Sub-total		**2,896,729**
4	Exhibition Fit-Out (inc. Fees)		983,373
5	General Fit-Out		50,000
	Fit-Out Sub-total		**1,033,373**
	Total Cost (Excl VAT)		**3,930,102**

These costs were established using the 'Gymnasium Retained' scheme cost plan as a basis, and appropriately adjusted. This is based on the input of the whole design team and has separate elements for the services and exhibition fitout in addition to the construction costs.

Do not scale from drawing
Dimensions are to be checked on site
If in doubt please ask

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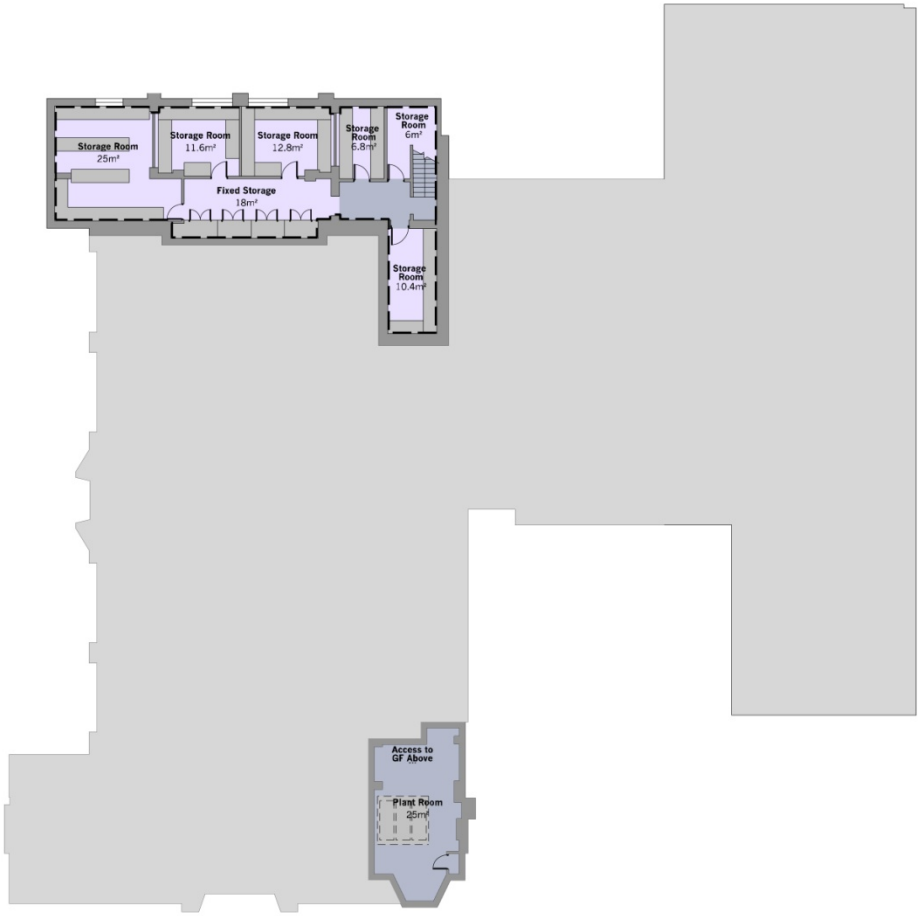

	Total Floor Areas
RETAIL	128.4m² (123m²)
EXHIBITION / GALLERY	487.1m² (604m²)
FLEXIBLE USE	91.1m² (51m²)
COMMUNITY USE	511.1m² (399m²)
OFFICES	195m² (148m²)
MUSEUM STORAGE	245.1m² (158m²)
TOILETS	56.8m² (44m²)
CIRCULATION	338.4m² (287m²)
ROOF TERRACE / GARDEN	121.4m² (128m²)
	2174.4m² (1942m²) TOTAL

HITCHIN TOWN HALL
COMMUNITY ALTERNATIVE OPTION
BASEMENT PLAN
Rev B 22/01/10
1:200 @ A3

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0 1 3 5 10
Total Floor Areas
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TOILETS 56.8m² (44m²)
CIRCULATION 338.4m² (287m²)
ROOF TERRACE / GARDEN 121.4m² (128m²)
2174.4m² (1942m²) TOTAL
Grammar School Walk
Dressing Room 12.9m²
Museum Store 13.3m²
Workshop 18.8m²
Bin Store
Stage 30m²
Electric Substation
Mat Store 12.6m²
Toilets 21.5m²
Local History Study Centre 34.3m²
Archive 17.4m²
Temporary Gallery 91.1m²
Museum Display 114.1m²
Dis WC 4.1m²
Cleaner Store 4.6m²
Community Hall 264m²
Museum Storage 6.4m²
Museum Storage 32m²
Female Toilet 17.4m²
Cafe 45m²
Servery 26m²
Kitchen 35.9m²
Male Toilet 13.8m²
Shop 21.5m²
Access to Plant Below
Foyer
Cloaks & Store 31.6m²
Foyer
Admin Office 26.8m²
Land to be Purchased In Blue Crosshatch
15
16
17
HITCHIN TOWN HALL
COMMUNITY ALTERNATIVE OPTION
GROUND FLOOR PLAN
Rev B 22/01/10
1:200 @ A3
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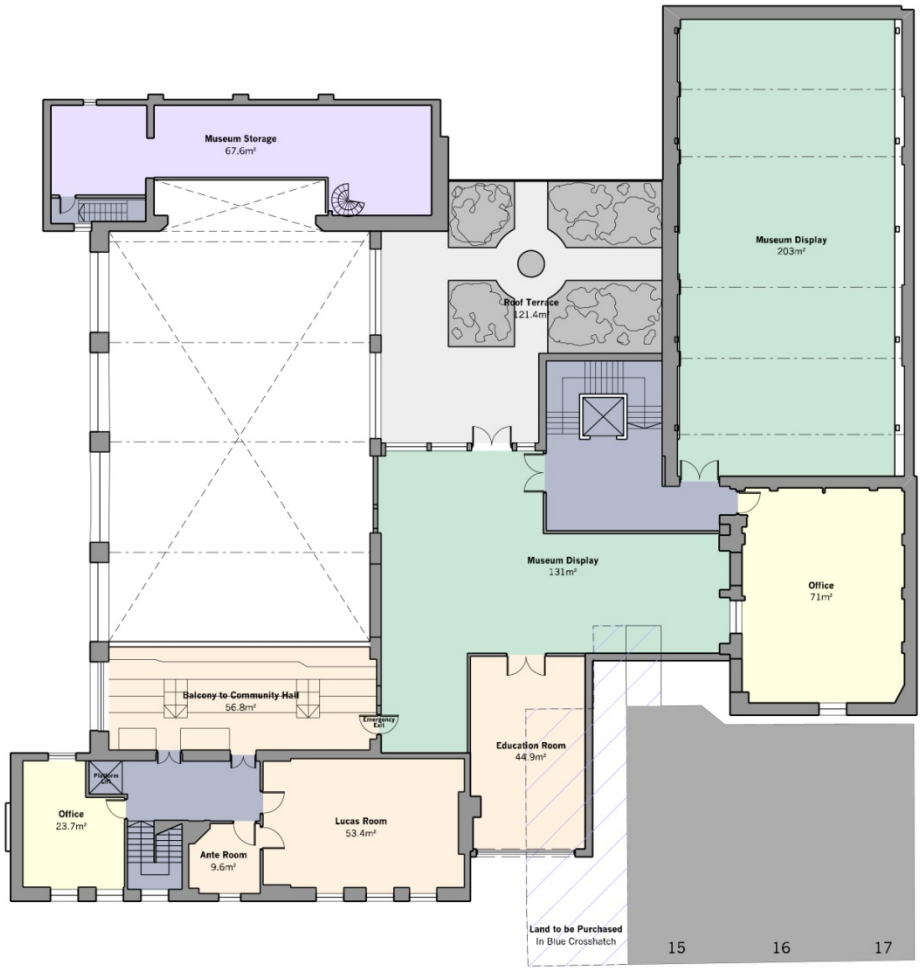

	Total Floor Areas
RETAIL	128.4m² (123m²)
EXHIBITION / GALLERY	487.1m² (604m²)
FLEXIBLE USE	91.1m² (51m²)
COMMUNITY USE	511.1m² (399m²)
OFFICES	195m² (148m²)
MUSEUM STORAGE	245.1m² (158m²)
TOILETS	56.8m² (44m²)
CIRCULATION	338.4m² (287m²)
ROOF TERRACE / GARDEN	121.4m² (128m²)
	2174.4m² (1942m²) TOTAL

HITCHIN TOWN HALL
COMMUNITY ALTERNATIVE OPTION
FIRST FLOOR PLAN
Rev B 22/01/10
1:200 @ A3

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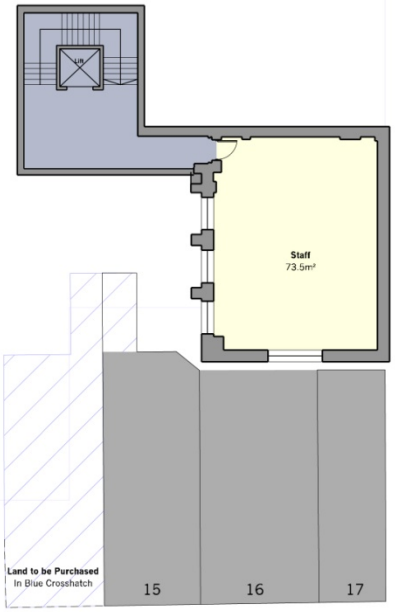

	Total Floor Areas
RETAIL	128.4m² (123m²)
EXHIBITION / GALLERY	487.1m² (604m²)
FLEXIBLE USE	91.1m² (51m²)
COMMUNITY USE	511.1m² (399m²)
OFFICES	195m² (148m²)
MUSEUM STORAGE	245.1m² (158m²)
TOILETS	56.8m² (44m²)
CIRCULATION	338.4m² (287m²)
ROOF TERRACE / GARDEN	121.4m² (128m²)
	2174.4m² (1942m²) TOTAL

HITCHIN TOWN HALL
COMMUNITY ALTERNATIVE OPTION
SECOND FLOOR PLAN
Rev B 22/01/10
1:200 @ A3

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COMPARISON OF SCHEMES

Generally

The following provides direct comparison between the two proposed schemes. This is done by tabulating the areas of the two schemes, comparing costs on a like for like basis, and summarising other pros and cons.

Gymnasium Retained Scheme

Pros

This scheme meets the original brief by consolidating the museum on the town hall site. It is possible within the budget identified by NHDC, and can be procured within the established timescale. The scheme is generally refurbishment of existing buildings and should be simple from planning terms. Retains community usage of the Gym so most likely to be acceptable to the Trust who operate this area of the building.

Cons

The scheme loses the community usage of the main hall, which is a large community space. The entrance is via a covered street with shared access with the adjoining shops – whist this works it is not the most attractive entrance. The interventions into the main hall have also been criticised as unnecessary alterations. The current application to list the building may complicate the proposal, but is not considered a major problem.

Hall Retained Scheme

Pros

The scheme provides a new street frontage, and public presence for the museum. The retention of the main hall increases the opportunities for existing public activities within the overall scheme and can accommodate larger numbers of people.

Cons

The scheme is reliant on both the acquisition of an adjoining property, and the financing financing via third party loans/grants secured by the community. The scheme also accommodates the museum facilities within the workman's hall area of the site which will require agreement of the trustees. The lease arrangements and the financial viability of this scheme must also be established through a robust feasibility study and business plan prior to application for external funding, as income is needed to pay back loans for the additional capital required.

Comparison of costs

The schemes overall costs are compared below:

	Gym Retained	Hall Retained
Construction Cost	2,220,602	2,670781
Inflation / Deflation (-1.4%)	-31,088	-37391
Anticipated Construction Cost	2,189,513	2,633,390
Fees and Surveys (10%)	218,951	263,339
Construction Sub-total	**2,408,465**	**2,896,729**
Exhibition Fit-Out (inc. Fees)	983,373	983,373
General Fit-Out	50,000	50,000
Fit-Out Sub-total	**1,033,373**	**1,033,373**
Outturn Cost (Excl VAT)*	**3,441,838**	**3,930,102**

*** costs do not include the acquisition costs of the adjoining building, and other transitional costs.**

Comparison of Accommodation

USE	Existing Museums Area (m^2)	Gymnasium Retained Scheme Area (m^2)	Hall Retained Area (m^2)	Difference Between Gym Scheme and Hall Scheme Area (m^2)
Retail	32	123	128.4	5.4
Exhibition / Gallery	430	605	487.1	-117.9
Flexible Use	128	51	91.1	40.1
Community Use	78	399	511.1	112.1
Offices	60	148	195	47
Museum Storage	60	158	245	87
Toilets	20	44	56.8	12.8
Circulation	n/a	287	338.4	51
Roof Terrace & Garden	n/a	128	121.4	-2.6
TOTAL	808	1943	2174.4	231.4

THE WAY FORWARD

Milestones to successful project delivery

The delivery of this project in a timely manner is reliant on key dates being achieved. It is possible for the new facilities to be operational as early as the summer of 2012.

In order to achieve the above programme there are a number of key decisions that need to be made. The appointment of an exhibition design team needs to be made concurrently with the appointment of the building refurbishment team. This is to allow the museum exhibition design to be sufficiently developed and detailed to allow for an integrated design approach.

In addition, the procurement route for the appointment of both contractors and professional consultants needs to be fully established to ensure the correct processes are followed.

The option which retains the Main Hall is reliant on both external funding, and the acquisition of property not owned by NHDC, and as such these factors could add to the timescale.

February 2010	Decision to proceed
April 2010	Appointment of Design Team (assumed council procurement rules will not require an OJEU route)
July 2010	Design development and Planning permission application (RIBA stage D)
October 2010	Working drawings completed
November 2010	Tender documents produced
December 2010	OJEU notice for main contract works
January 2011	Evaluation of expressions of interest
February 2011	Tender main contract
March 2011	Start on site – main contract works
January 2012	Exhibition fitout – start
March 2012	Completion – main contract works
April 2011	Exhibition fitout completed
May 2012	Final fit-out and object install
July 2012	Public opening

CONCLUSIONS

The Town Hall building is a good size and location to allow a museum to be developed on the site. The building is generally sound in condition and able to be adapted for this use.

The report identifies two appropriate spatial arrangements, which will create an exciting new museum facility, whilst consolidating existing provision into one venue. Both schemes maintain a valued community provision as part of the scheme.

This shows that the overall concept of a museum on the Hitchin Town Hall site is both physically and economically feasible.

Appendices

Cost Report

HITCHIN TOWN HALL

FEASIBILITY
COST ESTIMATE
NR.1

October 2009

2352

HITCHIN TOWN HALL

FEASIBILITY COST REPORT NR.1

C O N T E N T S

1.00 INTRODUCTION

.01 Appleyard & Trew LLP (A&T) were commissioned to provide high level cost advice on design proposals prepared by Buttress Fuller Alsop Williams (BFAW).

.02 The scheme involves the alteration and refurbishment of the existing Hitchin Town Hall to change use and become a Museum.

.03 Feasibility costs are provided for the preferred option and for the purpose of this report it has been assumed that construction works would commence in November 2010 with a construction period of 52 weeks.

.04 The estimated 'out-turn cost' (excl VAT) is £3,441,838 and the estimated 'construction cost' (excl VAT) is £2,220,602. A breakdown of these figures is included in this report.

2.00 INFORMATION & ASSUMPTIONS

.01 The budget costs are based upon the following information:-

a) BFAW drawings:

Existing Basement Plan
Existing Ground Floor Plan
Existing First Floor Plan
Existing Second Floor Plan
Proposed Basement Plan
Proposed Ground Floor Plan
Proposed First Floor Plan
Proposed Second Floor Plan

b) Thomasons drawings:

SK01 - New Walkway Structure
SK02 - Stage infill Structure
SK03 - Mezzanine Structure
SK04 - Roof Terrace Structure

c) Silcock Leedham LLP:

Engineering Services Budget Costs

d) RFA Design

Exhibition Fit-Out Budget Costs

.02 Construction costs are based on approximate quantities utilising current rates.

.03 It is assumed that competitive tenders will be obtained for the proposed construction works using standard contract conditions and a single stage traditional procurement route, for the Client to take advantage of the current favourable market conditions.

.04 Inflation/deflation has been applied to current costs up to the mid-point of the anticipated construction period, i.e. 2Q 2011; based on the BCIS 'all-in Tender Price Indices'

.05 Within the 'out-turn' costs Professional Fees have been applied at 10% and within the 'construction' costs a Contingency has been applied at 7.5%.

.06 Allowances totalling £50,000 have been included for General Fit-out (refer to breakdown). This budget will be subject to Client Requirements.

2.00 INFORMATION & ASSUMPTIONS (CONTD)

.07 Risks - in our view the following risks exist with regard to the cost of this project:

- Influence on scheme due to planning issues/requirements
- Influence on scheme due to Client/End User/Stakeholders
- Asbestos removal

3.00 EXCLUSIONS

.01 Allowances have been made within the overall 'out-turn' costs for items outside the construction costs however the following items are excluded

a) Value Added Tax
b) Asbestos removal
c) Legal Fees
d) Kitchen/Café Fittings
e) Community Use Furniture
f) Loose Furniture & Fittings
g) Decanting Costs
h) Conservation of Collections Costs

4.00 FLOOR AREAS

.01 The proposed floor plans would provide the following areas:

• Retail	146 m²
• Exhibition/Gallery	577 m²
• Flexible Use	51 m²
• Community Use	395 m²
• Offices	148 m²
• Storage	147 m²
• Toilets	44 m²
• Circulation	306 m²
• Roof Terrace/Garden	128 m²
	1942 m²

5.00 COSTS

.01 Total Out-turn Costs (refer to breakdown)

.02 Construction Costs (refer to breakdown)

.03 Mechanical & Electrical Engineering Services Costs (refer to breakdown)

.04 Exhibition Fit-Out Costs (refer to breakdown)

.05 General Fit-Out Costs (refer to breakdown)

Appleyard & Trew LLP
6 October 2009

Hitchin Town Hall - Preferred Option

5.01 Total Out-Turn Cost Summary

1	Construction Cost			2,220,602
2	Inflation/Deflation (to 2Q 2011)		-1.40%	-31,088
		Sub-total		2,189,513
3	Fees and Surveys		10.00%	218,951
		Sub-total	**£**	**2,408,465**
4	Exhibition Fit-Out			983,373
5	General Fit-Out			50,000
		Sub-total	**£**	**1,033,373**
Total Out-Turn Cost (Excl VAT)			**£**	**3,441,838**

Refer to information, assumptions and exclusions contained within the Feasibility Cost Report

Hitchin Town Hall - Preferred Option

5.02 Construction Cost Summary

1	Demolitions / Alterations			122,800
2	Substructure			22,300
3	Steelwork			29,480
4	Upper Floors			36,150
5	Roof			127,000
6	Stairs			51,500
7	External Walls			37,800
8	Windows & External Doors			47,900
9	Internal Walls & Partitions			11,225
10	Internal Doors & Screens			30,950
11	Wall Finishes			22,780
12	Floor Finishes			75,690
13	Ceiling Finishes			45,175
14	Decorations			40,896
15	Fittings			0
16	Sanitary Fittings			11,250
17	M&E Engineering Services (refer to Silcock Leedham breakdown)			733,764
18	BWIC with Services			29,351
19	Drainage			10,000
20	External Works			15,300
21	Repairs etc			208,000
		Sub-total	£	1,709,311
22	Preliminaries:			
	General			208,000
	Scaffolding			50,000
		Sub-total	£	1,967,311
23	Contingency @ 7.5%			147,548
		Sub-total	£	2,114,859
24	Main Contractor's O/H&P @ 5%			105,743
Total Construction Cost (Excl VAT)			**£**	**2,220,602**

Refer to information, assumptions and exclusions contained within the Feasibility Cost Report

HITCHIN TOWN HALL			
	£/m2 GFA	**Gross Floor Area (Estimated)**	**Budget Cost**
REMOVAL OF REDUNDANT SERVICES NEW INCOMING STAT SERVICES			
Decommissioning and Removal of Redundant Heating Services Isolation disconnection and removal for scrap existing redundant services including boiler plant and associated distribution pipework valves and radiators throughout.	£5.00	1942	£9,710.00
Decommissioning and Removal of Redundant Water Services Isolation disconnection and removal for scrap existing redundant services including water heaters, storage tanks, distribution pipework, valves throughout.	£5.00	1942	£9,710.00
Decommissioning and Removal of Redundant Electrical Services Isolation disconnection and removal for scrap existing redundant services including containment, cabling, accessories, luminaires and switchgear.		1942	£6,200.00
New Incoming Metered Mains Cold Water Supply None allowed, assumed adequate - Load analysis check needed		1942	£0.00
New Incoming Metered Gas Supply None allowed, assumed adequate - Load analysis check needed		1942	£0.00
New Incoming Metered Electricity Supply excluded		1942	£0.00
Enabling Works Total	**£13.19**	**1942**	**£25,620.00**
PUBLIC HEALTH INSTALLATION			
Sanitary Fittings WC suites, wash basins, cleaner's sinks, disabled toilet facilities	£8.00	1942	£15,536.00
Disposal - Soil, Waste and Ventilation Soil Waste and Vent System, Above Ground Pipework PVCu and Cast Iron.	£15.00	1942	£29,130.00
Disposal - Rainwater Assumed Costs Included as part of the main contract	£0.00	1942	£0.00
Water Services Hot And Cold Water Services, Mains Fed, Gas Fired Water Heater, Pipework, Insulation etc.	£15.00	1942	£29,130.00
Public Health Total	**£42.19**	**1748.99**	**£73,796.00**

MECHANICAL SERVICES INSTALLATION			
Heat Source Central LPHW Gas fired condensing boiler plant with controls, stainless steel flue to atmosphere, run and standby variable temperature heating pumps, plant room pipework, insulation, valves, fittings and pressurisation unit.	£25.00	1942	£48,550.00
Gas Supply Gas distribution internally including pipework, fittings, valves etc.	£8.00	1942	£15,536.00
LTHW Installation Pipework distribution external from plant rooms including risers, radiators, thermal insulation etc.	£36.50	1942	£70,883.00
Cooling Installation Comfort cooling to Ground Floor Gallery, history archive and chemist display	£16.00	1942	£31,072.00
Ventilation - Mechanical Supply and Extract Local Supply and extract Heat Recovery Units, ductwork, fittings, attenuators, insulation, dampers, grilles and diffusers.	£10.00	1942	£19,420.00
Ventilation - Natural assist Local actuated louvred openings, ad-hoc actuators and windcatcher style turrets (BWIC exc)	£20.00	1942	£38,840.00
Ventilation - Local Extract Plant Local extract plant including, attenuators, ductwork, fittings, dampers, grilles and louvres etc.	£5.00	1942	£9,710.00
Toilet Ventilation Extract plant, ductwork, grilles and attenuation	£8.50	1942	£16,507.00
Testing and Commissioning Testing and commissioning of mechanical and public health installation services including operating and maintenance manuals and record drawings	£5.00	1942	£9,710.00
Dry Riser Riser including landing valve and inlet box (sprinkler installation not required)	N/R	1942	£0.00
Building Energy Management System Centralised energy management system comprising motor control centres, isolators, starters and all controls, outstations, riser network and monitoring, including head-end equipment and control wiring.	£15.00	1942	£29,130.00
Mechanical Services Total	**£149.00**	**1942**	**£289,358.00**

ELECTRICAL SERVICES INSTALLATION			
Sub Main Distribution New internal sub main cabling from switch panel, new sub distribution boards throughout.	£12.50	1942	£24,275.00
Containment System New containment throughout, included sub main cable tray, final distribution cable basket, 3 compartment screened cable trunking.	£14.50	1942	£28,159.00
General Lighting New general lighting throughout, including circulation and office spaces, based on high frequency control, suspended luminaires, LG7 compliant environment, Decorative luminaires and cabling. Excluding specialist exhibition lighting.	£55.00	1942	£106,810.00
Emergency Lighting New addressable emergency lighting system throughout, including luminaires and cabling.	£7.75	1942	£15,050.50
External Lighting New building mounted external lighting for safe entry and egress,	£6.75	1942	£13,108.50
Small Power Power outlets provision to all areas, based on 2No 13A double socket outlet per workstation in IT areas.	£20.00	1942	£38,840.00
General Power Supply Dedicated sub main power supplies to lift, HVAC plant and other ancillary services.	£2.50	1942	£4,855.00
I.T. Installation CAT6 Horizontal data cabling from Patch Cabinet to Workstation, based on 2No RJ45 outlets per workstation, including accessory back boxes provision, excluding termination either end, testing and the provision of Patch Cabinets.	£11.00	1452	£15,972.00
CCTV System Minimum level of CCTV coverage to points of entry and galleryspces. (8.No. Cameras)	£5.55	1452	£8,058.60
Fire Alarm New addressable fire alarm and smoke detection system, based on category P1/L1 coverage throughout, including electronic sounders, manual call points and point detection, soft skin cabling throughout, standalone system.	£15.50	1942	£30,101.00
Intruder Alarm System Intruder detection system through ground floor areas, and coverage to escape staircases, based on dual technology detection, central control panel, entrance keypad facility, external alarm, redcare autodialer, and cabling.	£4.75	1942	£9,224.50
Access Control System Access control to ground floor entrance doors(4No.), including maglocks, power supplies, door release equipment and cabling, standalone system.	£3.00	1942	£5,826.00
Lightning Protection New lighting protection system based on external copper tape air termination network, down conductors and earth pits.	£2.25	1942	£4,369.50
Earthing and Bonding Equipotential and supplementary bonding throughout.	£1.25	1942	£2,427.50
Testing and Commissioning Testing and commissioning of Electrical Services	£1.50	1942	£2,913.00
Electrical Services Total	**£159.62**	**1942**	**£309,990.10**
Sub-Total Engineering Services Installation	**£364.01**	**1942**	**£698,764.10**
Lift Basic passenger lift (machine in shaft)	N/R	1942	£35,000.00
Lifts and Escalators Installation	**£18.02**	**1942**	**£35,000.00**
Total Engineering Services Installation	**£382.03**	**1942**	**£733,764.10**

EXCLUSIONS			
Inflation beyond first quarter 2010			
External Works including statutory authority sub station or upgrades to local distribution network			
Construction managers fees, site establishment and attendances			
Professional and prescribed fees			
Contingencies and design reserve			
Below slab drainage			
Specialist air treatment, power and fire suppression installations to computer rooms etc			
I.T. Hardware and Software			
Uninterruptible Power Installations and associated generator interfaces and control wiring			
Hand dryers, drinking fountains, macerators			
Hand held fire-fighting equipment			
Tax allowances			
Value Added Tax			
Builders work In Connection			
Asbestos Removal			
Rainwater Pipework and Guttering			
Contract Preliminaries			
Audio/Visual Equipment and Installation			
Sub-metering of mechanical and electrcal services to lettable spaces			
All works associated with electronic check out system			
Wireless Data Network			

Exhibition Fit-out Capital Cost Estimates (provisional)

Description	Component breakdown	Est. cost (£)	Totals (£)
GROUND FLOOR: MAIN DISPLAY AREA			
(280.5 sqm @ £1,350 psm)	42 metres wall display cases @ 2.5K per metre	105,000	
	11 metres free-standing cases @ 3.5K pm	38,500	
	4 metres f/s full-height display cases @ 4K pm	16,000	
	11 metres desk display cases @ £2K per metre	22,000	
	1 NR 1500mm circular display case @ £8,500	8,500	
	Glazed display drawers (in case plinths)	7,500	
	Theatrical reconstructions + model-making	32,500	
	6 NR interactive displays @ 7.5k	45,000	
	Audio-visual + computer displays: equipment	25,000	
	Audio-visual + computer displays: programmes	25,000	
	Interpretive graphics	8,500	
	Signage + site orientation graphics	5,500	
	Exhibit mounting	7,175	
	Display lighting	30,000	
	Seating	2,500	
			378,675
GROUND FLOOR: PICTURE GALLERY			
(71.2 sqm @ £550 psm)	7 metres high-spec desk display cases @ 2.5K	17,500	
	Demountable + flexible panel display system	11,500	
	Interpretive graphics	1,660	
	Display lighting	7,500	
	Seating	1,000	
			39,160
GROUND FLOOR: TEMPORARY EXHIBITIONS			
(50.9 sqm @ £750 psm)	4 NR demountable display cases @ 3.5K	14,000	
	Demountable + flexible panel display system	14,000	
	Interpretive graphics	1,675	
	Display lighting	7,500	
	Seating	1,000	
			38,175
FIRST FLOOR GALLERIES			
(250.5 sqm @ £1,350 psm)	15 metres wall display cases @ 2.5K per metre	37,500	
	20 metres free-standing cases @ 3.5K pm	70,000	
	10 metres desk display cases @ £2K per metre	20,000	
	1 NR 2000mm sq display case @ £7,000	7,000	
	Glazed display drawers (in case plinths)	5,000	
	24 metres angled balustrade displays @ 0.5K	12,000	
	Theatrical reconstructions (Chemist's Shop)	25,000	
	Model-making	19,675	
	6 NR interactive displays @ 7.5k	45,000	
	Audio-visual + computer displays: equipment	20,000	
	Audio-visual + computer displays: programmes	20,000	
	Interpretive graphics	8,500	
	Signage + site orientation graphics	5,500	
	Exhibit mounting	5,500	

Display lighting	35,000	
Seating	2,500	
		338,175
	SUB-TOTAL	**794,185**
Design fee @ approx.12.5% (including graphics)		99,373
Contingency @ approx. 10%		90,000
	TOTAL	**983,558**

Hitchin Town Hall - Preferred Option

5.05 General Fit-Out Costs

Shop Fittings / Reception Desk		25,000.00
Storage Shelving / Cupboards		15,000.00
Kitchen / Café Fit-Out		excl
Community Use Furniture		excl
Office Furniture		10,000.00
Total General Fit-Out Costs	**£**	**50,000.00**

Risk register

HAZARD AND RISK REGISTER

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PROJECT	HITCHIN TOWN HALL			**PROJECT NO**	7037
CLIENT	NORTH HERTFORDSHIRE DISTRICT COUNCIL			**ISSUE DATE**	18-Sep-09
DESIGN TEAM	Architect:	Buttress Fuller Alsop Williams	CDM-Coordinator:	Buttress Fuller Alsop Williams	
	Structural Engineer:	Thomasons	Landscape Architect:	none	
	M+E Engineer:	Silcock Leedham	Acoustic Engineer:	none	
	Quantity Surveyor:	Appleyard and Trew	Other:	none	

Ref no	Date	Feature, element, structure, process or activity	Hazards or hazardous activity identified	Measures taken to reduce or eliminate hazards by Designers	Residual issues, hazards or risks	Control measures required	Method of communication of residual risks	Action by	Date closed out
General / Existing conditions									
Construction									
	22-Sep-09	Existing asbestos in building	Disturbance of asbestos	Type 3 asbestos survey to be carried out prior to refurbishment	Unknown (dependant on survey results)	Controlled removal of all identified asbestos as part of refurbishment works	Survey report and asbestos register	NHDC	
	22-Sep-09	Existing Lead Paints	Inhilation of lead paint residues	Careful redecoration of all potentially contaminated surfaces	Lead paints would still remain in situ	Method statements for surface preparation required	Hazzard risk register incorporated into feasibility report	NC	22-Sep-09
	22-Sep-09	Limited External Space	Limited external compound area	consideration of good construction access as part of design development	Limited external compound area	Good onsite co-ordination of materials and waste	Hazzard risk register incorporated into feasibility report	NC	22-Sep-09
Use									
	22-Sep-09	Entrance Location	Reduced pavement formed by introduction of ramped access	Entrance moved	Busy road	None	Hazzard risk register incorporated into feasibility report	NC	22-Sep-09
	22-Sep-09	Complex fire strategy	Fire risk	Improved zoning of building and integrated fire detection sysytem	Reduced fire risk	Robust Fire Risk Assessment	Hazzard risk register incorporated into feasibility report	NC	22-Sep-09
Maintenance									
	22-Sep-09	High level windows	poor maintenance & cleening access	Insertion of mezzanine - better access internally	High level windows retained	Method statement for maintenance required	Hazzard risk register incorporated into feasibility report	NC	22-Sep-09
	22-Sep-09	Poor drains to site	Blockages and poor sanitary conditions.	identification of issue	Poor drains to site	detaild drainage survey and appropriate design	Hazzard risk register incorporated into feasibility report	NC	22-Sep-09

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Ref no	Date	Feature, element, structure, process or activity	Hazards or hazardous activity identified	Measures taken to reduce or eliminate hazards by Designers	Residual issues, hazards or risks	Control measures required	Method of communication of residual risks	Action by	Date closed out
Architectural Issues									
Construction									
	22-Sep-09	Tanking of basement	Possibility of undermining foundations	Trial holes to be undertaken to establish foundation construction & appropriate tanking detailing.	Work within confined area	Adequate methods of work	Hazzard risk register incorporated into feasibility report	NC	22-Sep-09
Use									
	22-Sep-09	Bin Location	Bins moved close to new cafe - adjacent to side road with limited pavement.	Fenced and gated bin store	none	none	n/a	NC	22-Sep-09
	22-Sep-09	Shared use of new entrance passage	security / fire escape / waste disposal issues	early identification of issues	security / fire escape / waste disposal issues	Detailed understanding of use by all concerned.	Hazzard risk register incorporated into feasibility report	NC	22-Sep-09
Maintenance									
	30-Sep-09	none							
Structural Issues									
Construction									
	22-Sep-09	Structural Insertions	large insertions	safe methods of construction discussed	issues remain - although reduced	method statedments & details required for all insertions	Further detils in scheme design & Identification in TSHSP	JH	25/09/2009
	29-Sep-09	Link corridor	Pre-constructed unit to be craned into position from rear of building	Structure will have designed lifting points	None providing contractor is competent for this type of erection.	Detailed method statement required.	Risk assessment will be included on structural drawings	JH	29/09/2009
	29-Sep-09	Roof garden	Lifting in pre-cast concrete units	Unit widths not to exceed 1.2m to assist handling	None providing contractor is competent for this type of erection.	Detailed method statement required.	Risk assessment will be included on structural drawings	JH	29/09/2009
	29-Sep-09	Support for roof garden on existing structure	Adequacy of existing structure to support new roof	Intrusive investigations will be undertaken and design revised as necessary	None	None	n/a.	JH	29/09/2009
Use									
	30-Sep-09	none							
Maintenance									
	30-Sep-09	None							

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Dismantling									
	29-Sep-09	Link Bridge	Lifting off using crane	Glazed finishes to be dismantled prior to lifting walkway. Concrete floor may also need to be broken up and removed to reduce weight.	None providing contractor is competent for this type of erection.	Detailed method statement required.	Risk assessment will be included on structural drawings	JH	29/09/2009

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Drawings and images

View to Brand Street

Gymnasium Retained Scheme

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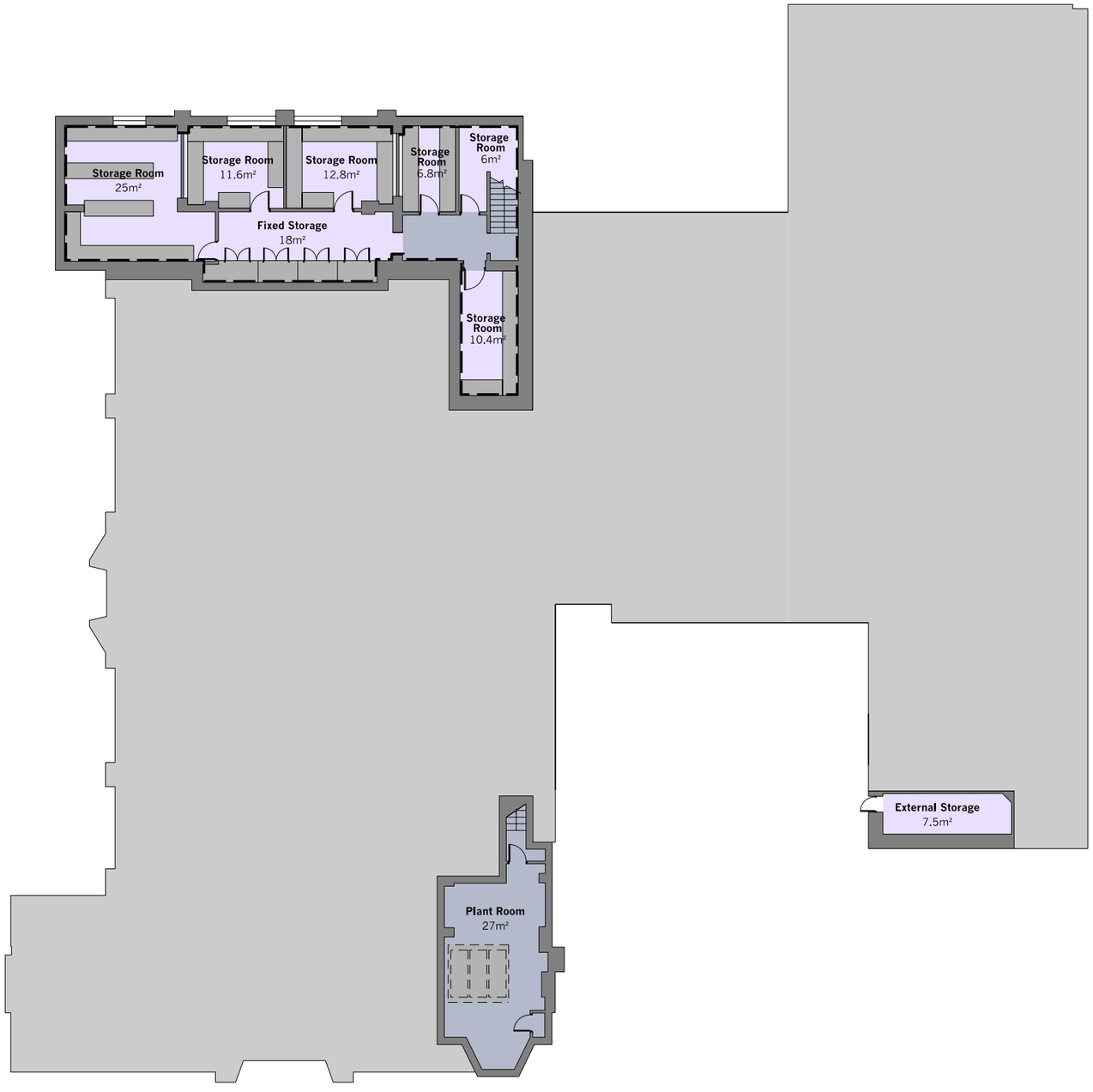

	Total Floor Areas
RETAIL	123m²
EXHIBITION / GALLERY	604m²
FLEXIBLE USE	51m²
COMMUNITY USE	399m²
OFFICES	148m²
MUSEUM STORAGE	158m²
TOILETS	44m²
CIRCULATION	287m²
ROOF TERRACE / GARDEN	128m²
	1942m² TOTAL

Community use retained:

- Lucas Room
- Stage Lowered
- Gymnasium used as Community Hall, Ancillary Storage & Showers.
- Local History Archive and Study Centre located on mezzanine

HITCHIN TOWN HALL
PREFERRED OPTION
BASEMENT PLAN
1:200 @ A3

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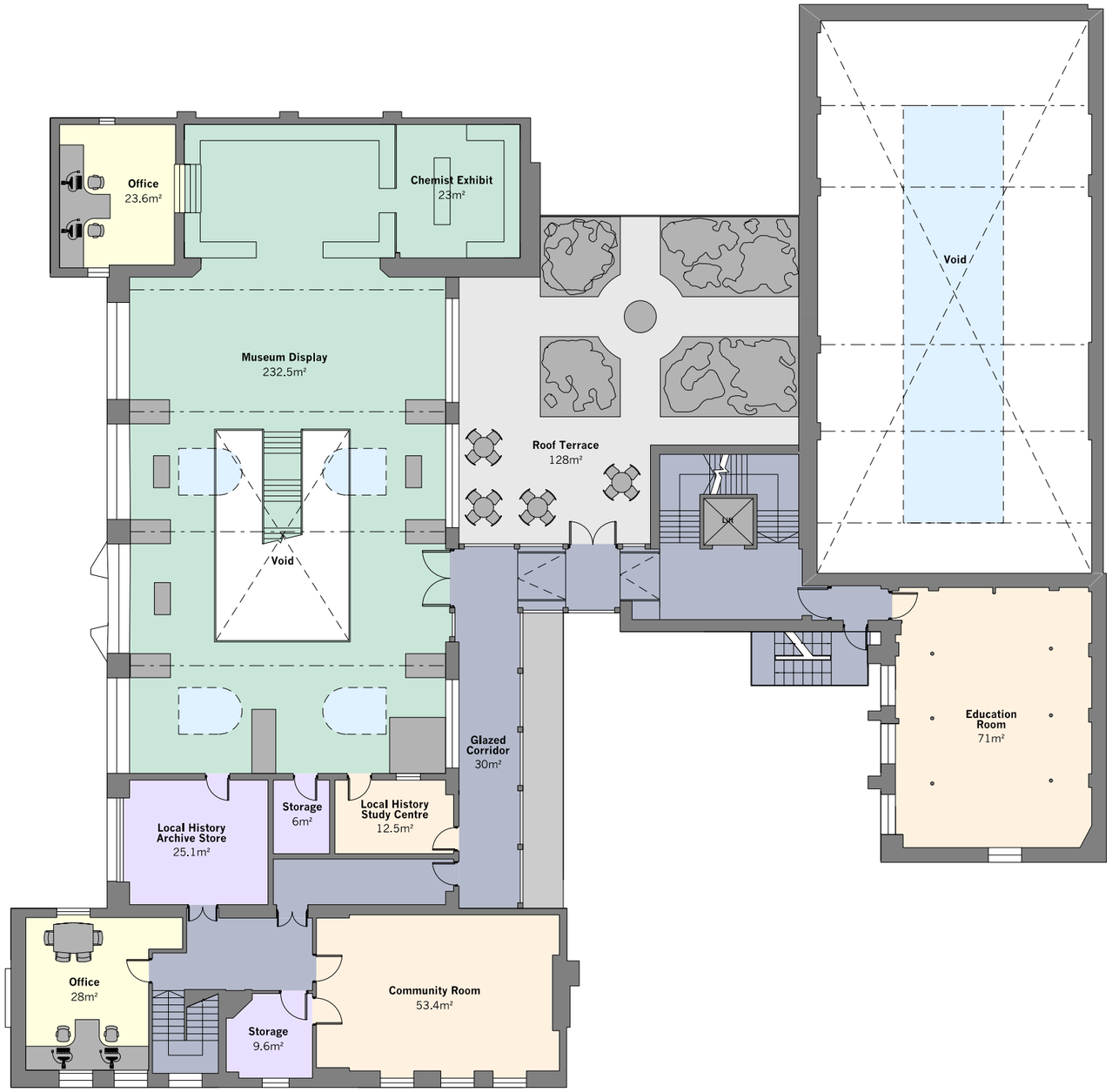

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HITCHIN TOWN HALL
PREFERRED OPTION
FIRST FLOOR PLAN
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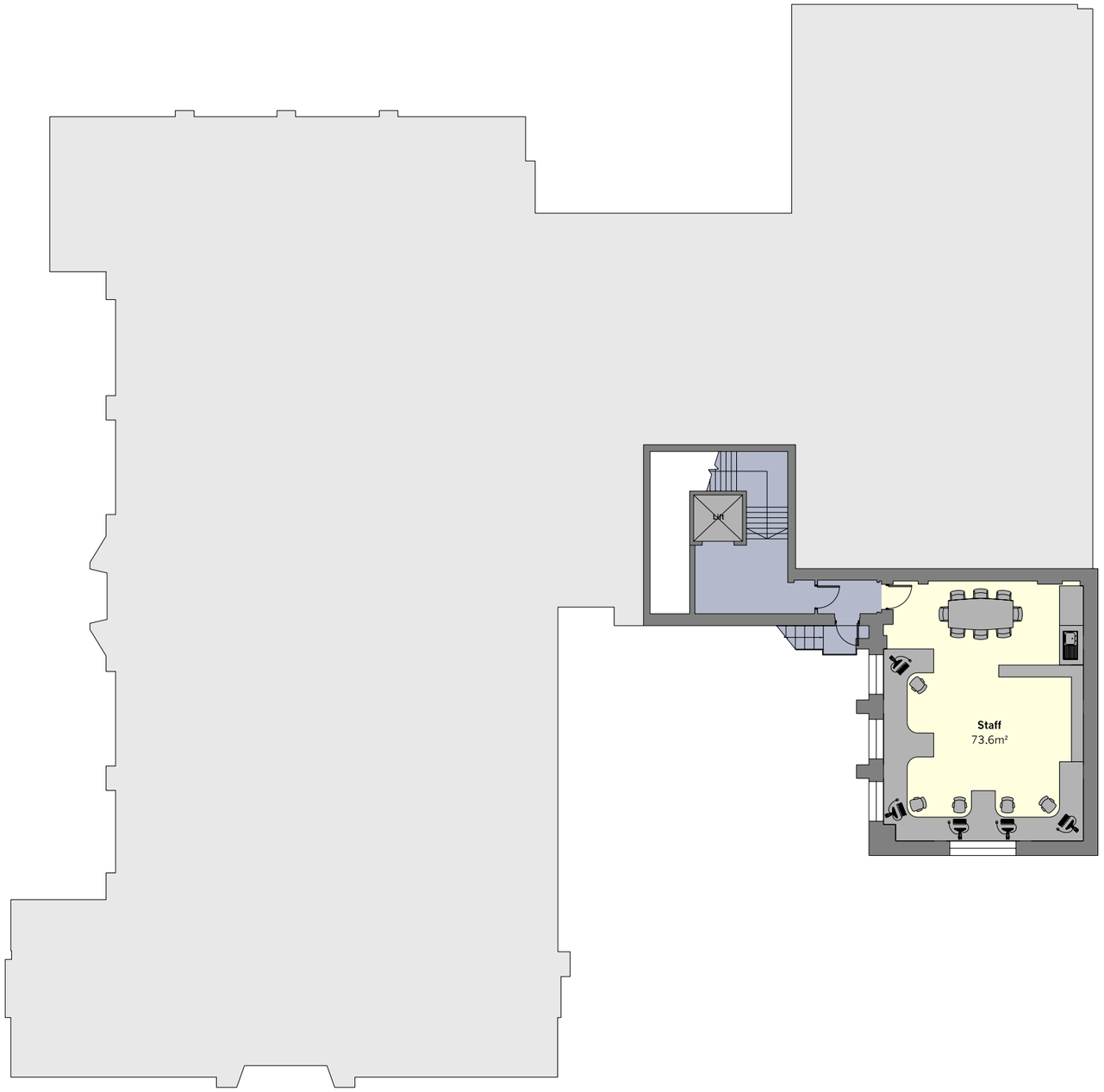

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HITCHIN TOWN HALL
PREFERRED OPTION
SECOND FLOOR PLAN
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View to Brand Street

Main Hall Retained Scheme

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Dimensions are to be checked on site
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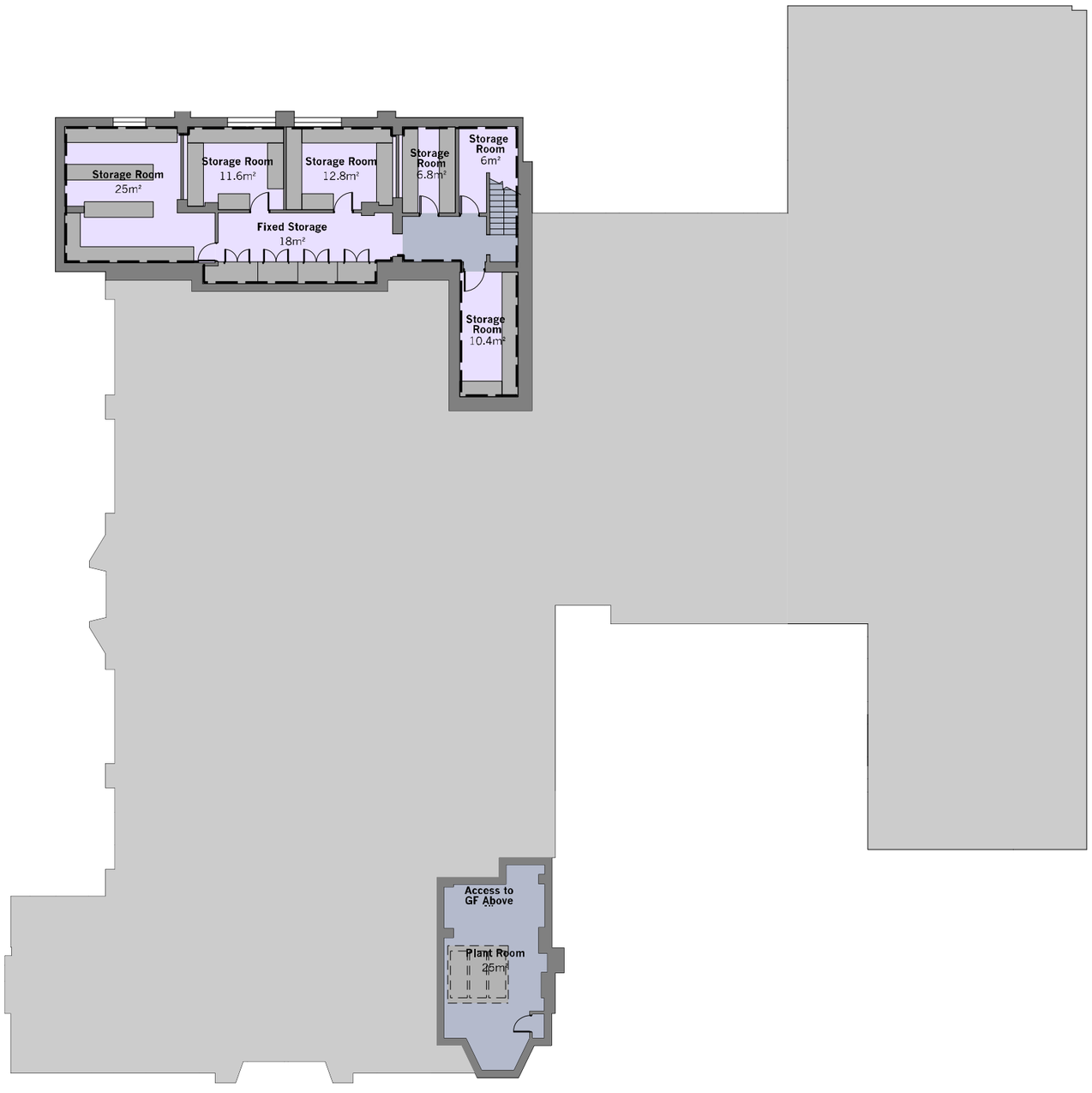

	Total Floor Areas
RETAIL	128.4m² (123m²)
EXHIBITION / GALLERY	487.1m² (604m²)
FLEXIBLE USE	91.1m² (51m²)
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HITCHIN TOWN HALL
COMMUNITY ALTERNATIVE OPTION
BASEMENT PLAN
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HITCHIN TOWN HALL
COMMUNITY ALTERNATIVE OPTION
GROUND FLOOR PLAN
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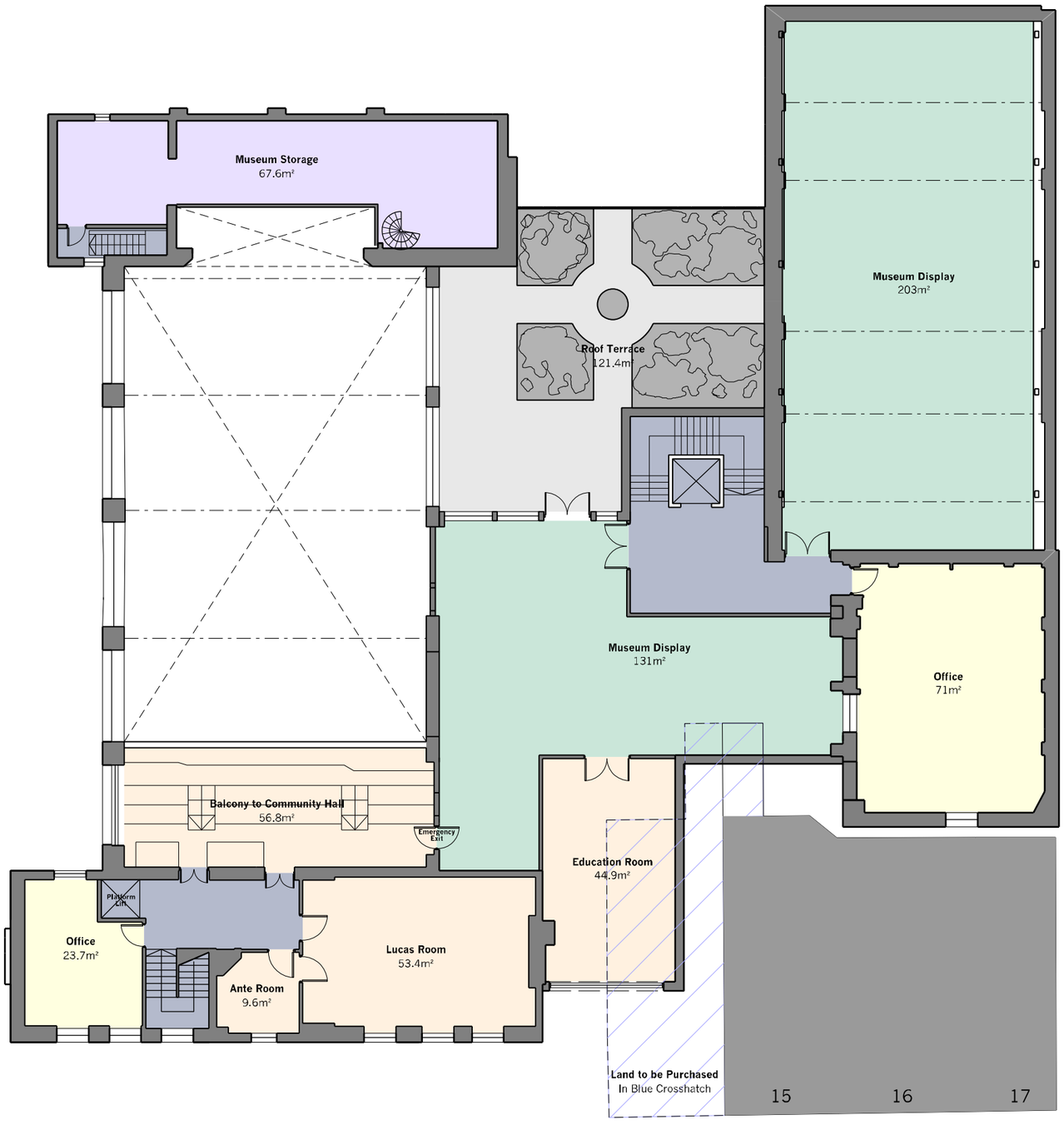

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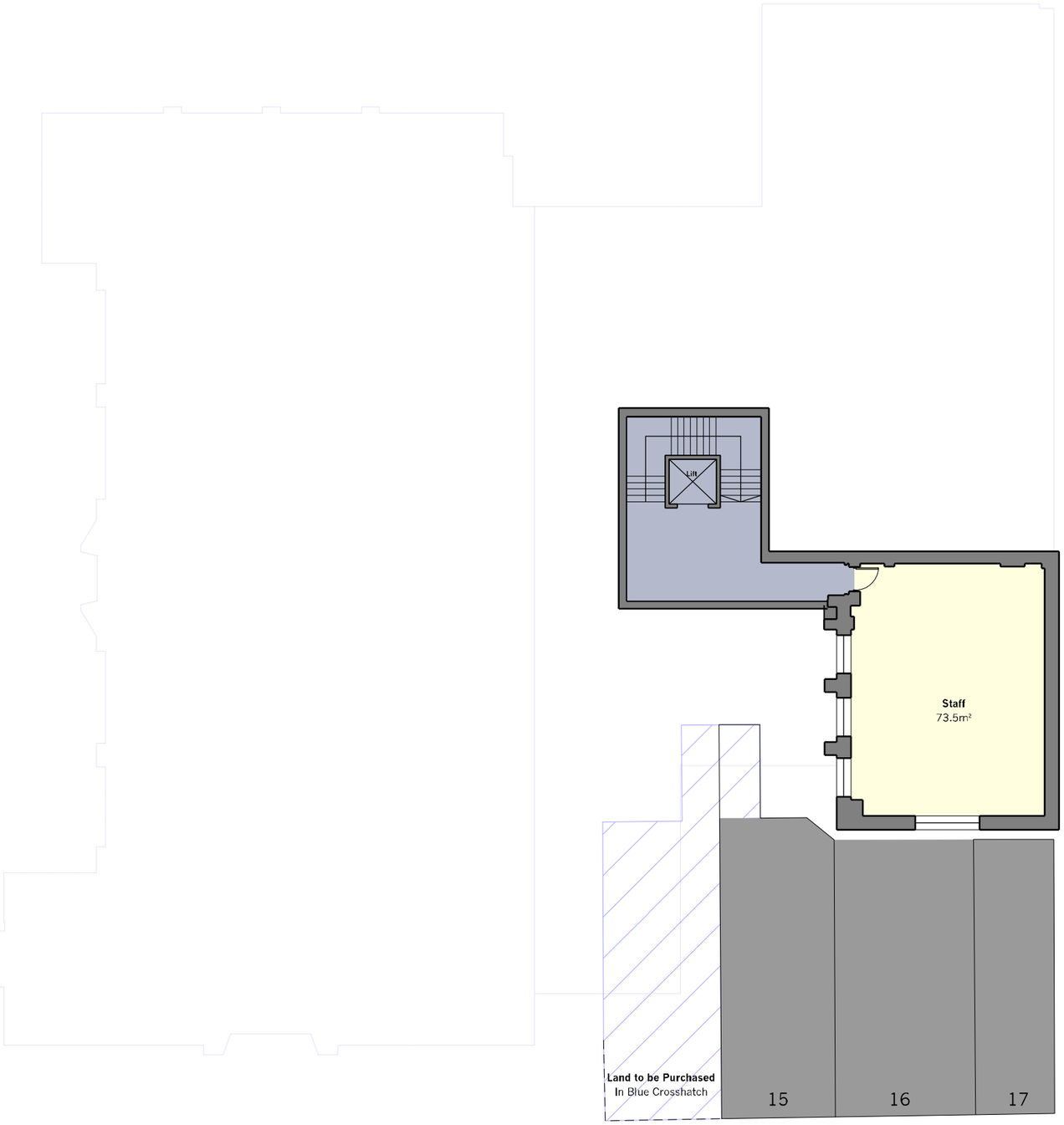

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SECOND FLOOR PLAN
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